



NSLP Administrative Review Summary 2018-2019

Big Horn County School District #2

Date of Administrative Review: 09/26-28/18

Date Review Closed: 11/21/18

Child Nutrition Program Participation:

- School Breakfast Program (SBP)
- National School Lunch Program (NSLP)
- Fresh Fruit and Vegetable Program (FFVP)
- Afterschool Care Program (ASCP)
- Special Milk Program (SMP)
- Child and Adult Care Food Program (CACFP) At-Risk Supper

Special Provision Option:

- Community Eligibility Program (CEP)
- Special Provision 1
- Special Provision 2
- Special Provision 3
- N/A

Areas of Review

- Program Access and Reimbursement
(Certification and Benefit Issuance, Verification, Meal Counting and Claiming)
- Meal Patterns and Nutritional Quality
(Meal Component and Quantities, Offer vs. Serve, Dietary Specifications, Nutrient Analysis)
- General Program Compliance
(Civil Rights, Food Safety, Local Wellness Policy, Smart Snacks/Competitive Foods, Water Availability, On-site Monitoring, Reporting/Record Keeping, Professional Standards, SBP and SFSP Outreach, ASCP, FFVP)
- Procurement Review

Commendations

Rosanna is doing a great job with the food program at Big Horn #2. She is willing to learn and continue to make her program even better. The staff all seem to get along. Very nice atmosphere.

There were no findings in Benefit Issuance or Verification. Georgette does a great job with this aspect of the program.

It is very obvious that the staff at Lovell Elementary really cares about the kids and the kids love them. Wonderful meal service!

Wonderful new kitchen and cafeteria! Love the colors and everything about it! You would be the envy of many schools in Wyoming.

Review Findings

Sponsor-Level Findings:

Area	Finding Description	Required Corrective Action
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<p>600-Dietary Specifications</p>	<p>Product formulation statements have not been provided for all products. Some recipes have not been credited correctly. Need documentation showing how homemade product were credited.</p> <p>Production Records are not complete. School staff must identify recipe, record preplanned, and number of reimbursable servings.</p>	<p>Production Records are not complete. School staff must identify recipe, record preplanned, amounts produced by lb #10 can or number of servings and leftovers.</p> <p>We use the CN Labels that can be printed with the product nutrition labels to know how to properly credit the items.</p> <p>Production records are now being filled out with all of the above information included.</p> <p>All information provided to WDE. Corrective Action Response Accepted.</p>
<p>1200- Professional Standards</p>	<p>Georgette Lewis needs professional hours on income forms and Verification. Trainings listed on Download Forms.</p>	<p>List what training Georgette is planned to take or has already taken to obtain her required number of hours as a part time employee with food service.</p> <p>Big Horn provided training that will be Taken by Georgette Lewis.</p> <p>Corrective Action Response accepted</p>
<p>Procurement Review-700 Resource Management</p>	<p>Powell Dairy was not procured. The SFA must follow it's own written procurement policy, additionally all purchases must follow 2CFR200 and specifically 2 CFR 200.319 Competition: Procurement transactions must be conducted in a manner providing full and open competition.</p>	<p>How will the SFA verify that procurements are compliant with local, state and federal purchasing rules and that the SFA will follow its own written procurement policy and make sure that all purchases provide the full and open competition.</p> <p>We have included our milk with our Sysco orders from here on out. We began this in August 2018 when we realized we needed to change the way we purchased milk to be in compliance. All Sysco orders go through the procurement process with the CNC.</p>
<p>Procurement Review-700 Resource Management</p>	<p>The Written Procurement Policy was outdated</p> <p>Please update the Written Food Service Procurement Policy. The current policy is outdated for the changes in 2CFR200 and current USDA Guidance on Buy American. A updated, compliant template is attached under "Review Attachments"</p>	<p>The required updates have been added and submitted to the Policy committee for approval at the next meeting which is scheduled for November 6th 2018</p> <p>Attached to review</p> <p>Both Procurement corrective action responses were accepted by WDE.</p>

